

**PROCEEDINGS OF THE BROWN COUNTY
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, June 2, 2014 at the Brown County Health Department, 610 S. Broadway, Green Bay, Wisconsin.

Present: Chair Bernie Erickson, Supervisors Tom Sieber, Supervisor Dantine, Supervisor Dave Kaster
Supervisor Dave Landwehr

Also Present: Supervisors Zima, Schadewald, Van Dyck and Fewell. Judy Friederichs, Tom Miller,
Cathy Willequette, Paul Van Noie, Paul Fontecchio, Jeff Oudeans, Brandy Younger,
Judy Knudsen, Chad Weininger, Executive Streckenbach, Dan Process, and other interested
parties.

I. **Call Meeting to Order.**

Meeting was called to order by Chairman Bernie Erickson at 5:27 p.m.

II. **Approve/Modify Agenda.**

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

III. **Approve/Modify Minutes of April 28, 2014.**

**Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY.**

1. **Review minutes of:**

- a. **Harbor Commission (February 10, 2014).**
- b. **Planning Commission Board of Directors (April 2, 2014).**
- c. **Revolving Loan Fund Committee (January 16, 2014 & May 5, 2014).**

**Motion made by Supervisor Dantine, seconded by Supervisor Kaster to suspend the rules to
take Items 1a-c together. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place
on file Items 1a-c. Vote taken. MOTION CARRIED UNANIMOUSLY.**

Comments from the Public None.

Communications

2. **Communication from Supervisors Schadewald, Steffen and Fewell re: Proposed Asphalt Plant
in Village of Howard.**

See Item #3.

3. **Communication from Supervisors Schadewald, Steffen and Fewell re: To secure an alternate,
suitable location for the portable asphalt plant currently planned to operate in the Village of
Howard.**

Schadewald informed that Supervisor Steffen was unable to attend the meeting.

He thanked Public Works Operations Manager Bob Bousley for giving him a tour and showing him where the asphalt plant would be located so he could better inform residents when they asked. He also appreciated the letter from Brown County stating that they had planned on moving the asphalt plant after 2016 season. Schadewald questioned when the plant would be set up, an approximate date. Erickson believed it would be up and running by July, 2014. Schadewald asked the committee to consider that once it was up, could they conduct a presentation by the Public Work's department so people could see it. He believed it would alleviate a lot of the fears, etc. Erickson responded that he would get it on the agenda.

Schadewald questioned if there was an escape clause in place? Erickson responded, yes. Schadewald questioned if it was reviewed by Corporation Counsel. Public Works Director Paul Van Noie informed that private counsel reviewed it; a copy went to Corporation Counsel. Landwehr asked for clarification on if Corporation Counsel reviewed the contract prior to it being signed by the department. Van Noie responded that they had a copy but he did not believe that Corporation Counsel Juliana Ruenzel reviewed it.

Schadewald informed that Steffen wanted to know if there would be an annual audit of the financials, the savings of that particular plant. Van Noie responded that their records were audited annually by Schenck. Schadewald meant strictly the operation of the asphalt plant to see what they were saving. Erickson informed that that would come back to PD&T as the committee would want to know that. He added that they were looking at a number of things such as the cost of the operation and a possible savings with making their own mix. He informed that they were not going to leave a question unanswered and that was a guarantee.

Van Dyck questioned why they went to outside counsel verses internal corporation for review? Van Noie responded that they needed someone who was an expert in banking and finance as well as tax law and written law, he didn't believe Corporation Counsel had that background. Van Dyck questioned if it was his decision to have that opinion or should that have been reviewed by Corporation Counsel and then if Corporation Counsel would say that they were not an expert on that particular subject matter, and then it would be referred to outside counsel. For future reference, Van Dyck questioned if any department head could seek outside counsel without any question or approval from anyone? Erickson stated he couldn't answer that and stated that would be a communication to put in. Van Dyck added that it did require an opinion of counsel the lessee to be signed which was not signed by our Corporation Counsel. He informed that Corporation Counsel requested a copy of the contract but before she was done reviewing it she was told not to finish because it had already been signed.

Van Dyck believed it also should have been reviewed by their accounting department because according to the terms of the lease, it was a capital lease, which meant it would end up on their balance sheet, which meant it would affect their borrowing status and everything else. He explained that they sit and debate over budget appropriations that have zero impact but yet this kind of stuff can't be brought to committee before it was approved. Maybe the authority level doesn't have to do that but out of transparency it would be nice to get this information at least before PD&T, before it was actually signed off on. Van Noie responded that it wasn't a funding issue and it didn't wind up counting against funds because there was a non-appropriations clause in the lease, which meant it was a year to year situation. He informed that they had private counsel look at that to make sure they weren't bending the laws of the county in terms of funding. He didn't have authority to do funding but he did have the authority to do leases as Highway Commissioner and that's why he proceeded that way.

Van Dyck would like the Internal Auditor to take a look at this as he was in agreement that based on the way the accounting principles were written, whether for private or public entities, if there

was a bargain buyout at the end of the lease, which this was, for \$1, it was a capital lease so it ends up on the balance sheet and ends up showing an obligation. Whether the year to year clause to get out of it or not, Van Dyck didn't believe made a difference whatsoever. He was asking for some communication before things got executed and there was no conversation about it.

Landwehr would like it noted for the record that the Village of Howard Board voted 8-1 to send a letter to the county asking them to find a more suitable location for the asphalt plant.

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file Items 2 and 3. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. **Communication from Supervisors Vander Leest re: Request by Green Bay west side residents to review Packerland Drive for road repairs.**

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Planning and Land Services

Land Information (no items)

5. **Planning Commission - Budget Status Financial Report for March/April, 2014.**
6. **Property Listing - Budget Status Financial Report for March/April, 2014.**
7. **Zoning - Budget Status Financial Report for March/April, 2014.**

Port and Resource Recovery

8. **Budget Status Financial Report for April, 2014.**

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to take Items 5, 6, 7 & 8 together. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file Items 5, 6, 7 & 8 together. Vote taken. MOTION CARRIED UNANIMOUSLY.

Airport

9. **Budget Status Financial Report for April, 2014.**

Airport Director Tom Miller pointed out that they had completely eliminated passenger deficit that they experienced in the first quarter of 2014 due to weather. They had a very strong April, May appeared very strong as well; however they didn't have the final stats in yet. Miller was fairly optimistic that the traffic was moving in the right direction. Everything else was pretty much in line with the budget for year to date. Bidding on the customs facility was expected to take place, bids will be out later this month, and the award by the state in the month of July.

Responding to Sieber's question, Miller informed that the increase in passenger traffic in April and May was partly the extra Atlanta flight and primarily Delta had increased the capacity on their aircrafts. They weren't flying so many 50 seat regional jets but mainline aircrafts – DC9s, 737s, airbuses. Mostly to Detroit during first quarter and they will see an increase to Minneapolis during the summer months. There were no direct services to Milwaukee. The frontier hub that they were feeding didn't exist anymore so it wasn't profitable to fly that route.

Motion made by Supervisor Dantine, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

10. **Director's Report.**

Miller informed that he had received a letter of support for the Federal Inspection Station from the governor, it was well received. It came in last Thursday. He supported the full staffing of a federal inspection station at the airport. They were waiting for customs to respond to the governor's request and there may be an opportunity for them to talk to the new commissioner of CBP in Washington to try and get some additional support moving in that direction.

Their capacity was up 11% compared to the same period a year ago. This gave more opportunity for people to fly out of Green Bay than there was in 2013. They hope that would translate into additional passengers during the summer months.

Thursday, June 12th at 5:30 p.m., there will be a public hearing at the Village Hall of Ashwaubenon on the non-aeronautical development that was planned on some land near the intersection of Packerland and 172. These would be long term leases for commercial or retail development. This was part of an Ad hoc committee that had been established by the County Executive to develop an additional revenue stream for the airport. There will be discussions of what some of those preliminary plans were for the land in that area.

Motion made by Supervisor Dantine, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Register of Deeds

11. **Budget Status Financial Report for April, 2014.**

Register of Deeds Cathy Williquette informed that their recordings were way down and they were hoping to rally this summer. Development seemed to be up. Title companies told them that they had closings in the works. Right now their volume was down from what they projected and was lower from last year. Expenses were in line but revenues were lagging. She informed that they had a slow start to the year because of the winter but she was confident that the numbers would pick up over the course of the summer and early fall.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

12. **Report on LaBaye Project 1st Quarter Deliverables.**

Williquette informed that she added the LaBaye line item on the budget status financial report for them to follow monthly. There had been a lot of good progress; Lynn Austin had met the deliverables that were expected for the first quarter which was to have all of the families from A-F acquired, scanned and placed into folders for the dropbox for downloading onto the website.

Austin had met with interim Museum Director Beth Lemke on a little project.

Austin obtained a copy of the 1843 land survey of the area and was focusing on Duck Creek and Fort Howard. She was going to place a name and notes on the map and upload that as well. She has been doing what she said, plus more. Williquette was satisfied and did authorize payment for the first quarter.

Motion made by Supervisor Landwehr, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

UW-Extension

13. **Budget Status Financial Reports for March/April, 2014.**

Handouts provided (attached).

Motion made by Supervisor Dantine, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

14. **Director's Report.**

UW-Extension Director Judy Knudsen highlighted the following activities:

Breakfast on the Farm: They had a good crowd, they will know in a few days as Denmark State bank counts the money and calculates the attendance. They were very full, several thousand. Everything went well. It was a nice facility, good farm to work with! Dantine praised Knudsen and her committee's hard work, job well done. Knudsen stated it went well, they start constructing Friday morning, work all day Saturday and then it all comes down within a couple hours. They had a good crew of 250-300 volunteers that helped them.

Community Garden Program: They did a victory garden blitz the end of April. They had approximately 60 volunteers and built 111 8'x4' raised gardens. They were either purchased by individuals in the community or they received funds to donate them to some lower income families or schools or organizations. That went very well, building and deliver soil in the Green Bay area. They were up to eight Community Gardens this year; they added one new garden this year on the corner of Smith and Irwin. They expanded their Fisk Street garden. They still had a waiting list for gardeners who want larger plots, larger than 20x20/40x40. They were looking for some land that would be close to the urban area where they could expand their garden project. They need 2-3 acres of land.

Horticulture: They were still getting lots of question on winter kill. Shrubs are quite brown. Some were coming back. There will be a lot of tree issues with the cold winter and rain. Horticulture, they were really busy.

4H was celebrating its 4-H Centennial this year so they will have a number of events at the Brown County Fair to add recognition for 100 years that the organization had been in place. They were doing a lot of after school programming right now and camps with UWGB. It was a popular area. They also had a new 4H Club that was working on the LEGO robots. That was a lot of fun for the kids. They had another new 4H Club that was being run by the YMCA for inner-city kids. They were glad to see their 4H program expanding. Their 4H camp attendance had been decreasing for a couple of years, they had switched camps, so they were going back to Camp Bird in Marinette County and they had about 50 kids going and a waiting list. If they knew they had more kids they would have recruited more counselors. So they will be prepared for that next year.

They had a new Agricultural Educator who started in April. Comes to them with two degrees in dairy science as well as a New Community Resource Development Educator who was based in the Northern Building and working on county economic development issues. They also had a New Community Garden Coordinator coming on in a few weeks. They had a volunteer right now that basically worked full-time unpaid and managing the garden during the transition.

Van Dyck stated that he didn't know if this was in the control of the county or if it had to go to the state. With regard to the camps he suggested petitioning the state because one of the issues with the camp was that they couldn't find lifeguards. Knudsen informed that they had to

hire their own lifeguards for Camp Bird. Van Dyck stated that the age restriction was 18, every Park and Rec Department in the county hired lifeguards at 17 years old. He believed they weren't going to find 18+ year olds to make the commitment and would like to see if the state would drop the age bracket down. Knudsen responded that they could check to see why it was set at 18, if it was a camp or state rule and she will let them know.

Van Dyck questioned with regard to the food stand at the fair and finding help, was the rule behind running it a county or a state regulation? Knudsen informed that they needed someone to go through NWTTC food service training. They worked with the De Pere Health Department because they oversaw that piece of property. Their 4H leader, who ran the 4H food stand, had taken the food handler training.

Motion made by Supervisor Dantinne, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Public Works

15. **Recommendation & Approval of Bid for Replacement of the Water Softener System at the Jail – Project #1856.**

Responding to Erickson's question, Oudeans informed that by replacing this, it would save on the pipes. The water had been tested before it goes to the softener and it still needed softening. They had three softeners, one they decommissioned and took parts to get the other two operating. That was the main issue; they can't get parts for them after 13-years. They had been working with Packerland Soft Water.

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to approve Project 1856 for \$33,800 to RJ Parins. Vote taken. MOTION CARRIED UNANIMOUSLY.

16. **Approval of Petition for Disaster Aid for CTH ZZ.**

The Public Works Department had to close a section of CTH ZZ this year due to the road washing away into the river. After doing some research it appeared that they may qualify for some disaster aids to help repair the road. If approved by the DOT the County would be reimbursed 75% of the costs and be able to open it back up to the public.

Motion made by Supervisor Dantinne, seconded by Supervisor Kaster to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

17. **2013 Financial Report for Highway Division.**

Landwehr informed that he would like to hold this item for another month to review.

Van Noie informed that the State of Wisconsin had a definition of fringe benefits and how you can accrue fringe benefits for the work that you do for the state. After the year is over they come back and do an audit. Because their staff had been working so much overtime during winter months, they didn't get to take all their vacation so their fringe benefit rate came in, which was a cash basis, everything else was on accrual basis, came in lower so they wanted them to defer some income until 2014. So from their 2013 numbers they asked them to defer into 2014 \$515,000 worth of fringe benefits that were billed to the state and paid for by the state. It was explained to Van Noie that rather than try and collect the money from various counties they roll it over into the following year as deferred revenue or deferred expense.

Erickson questioned if they held this item for a month, would there be any bearing. Van Noie

informed that it was just the annual report and only needed a receive and place on file motion. It was the consensus of the committee that if they would like to bring anything back with regard to the report, Erickson would place it back on the agenda for discussion.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

18. **Summary of Operations.**

Public Works Director Paul Van briefly went through the Summary of Operations report, which was located in the agenda packet material.

Motion made by Supervisor Sieber, seconded by Supervisor Kaster to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

19. **Director's Report.**

Van Noie highlighted the activities from his written Director's Report, which was included in the agenda packet material.

Landwehr questioned the cost per year to lease the plant. Van Noie responded that the cost per year was approximately \$200,000 every six months. \$400,000 lease payment per year. The cost of the machine per year, because it was a capital lease, would be around \$80,000-\$90,000 that would be reflected as cost. They could amortize the cost over the life of the machine minus the salvage value. Landwehr responded that a piece of equipment like that also took a lot of maintenance and a lot of other materials through the years. Van Noie informed those were all itemized separately in the report. Landwehr believed that when this was discussed at the County Board, the approximate cost was \$150,000 a year. He believed you could play with the numbers on whether it was an expense-now verses expense 10-years from-now. It still came down to what they were spending per year and what he was approved to do.

Van Noie informed that what he was approved to do was a lease purchase. He was talking generally accepted accounting principles, the amortization of that piece of equipment over the life the equipment. You take the purchase value and subtract from that the salvage value and the rest was amortized over some period of time. For their numbers and the presentation they used 20 years, the life of the machine was beyond 20 years. They weren't talking about cash flow in those projections, they were talking about cost. There were other numbers in there dealing with maintenance costs, etc.

Landwehr informed that it didn't answer his questions. What the board was sold on, back in November, there was no talk about "based on" amortizing over this many years. When they talked about being able to save \$200,000 a year and \$700,000 in a couple years, they were talking about actual dollars. If this didn't pan out, that machine goes back and they will never recoup those costs.

Van Noie responded that you could recoup the costs, if it didn't pan out, he would sell the piece of equipment. If you pay the lease off, you then have the ability to turn it into cash. Landwehr was concerned that if it didn't work out and they decides it was too expensive to operate and they sent it back, they won't get back that depreciation that they were pushing out 10-years. Van Noie stated you are either going to sell it or turn it back, which way do you want to look at it? It was a lease and it did have the ability with the non-appropriations clause if it doesn't work for the county the way they projected it to work, it could be turned back. Van Noie stated that they did have independent auditors look at this and they were satisfied with their projections.

Van Noie reiterated the cost was the portion that they were permitted to amortize against operations, cash flow was totally different.

Landwehr reiterated that for what they were told and sold at the budget meeting, that this wasn't coming out that way. They were talking two to three times the original dollar amounts.

After further discussions ensued Landwehr questioned, with the Village of Howard having voted to send this letter, was there any discussions or plans to move forward with the site? Van Noie responded that they had conversations with the Village Administrator, Public Works Director and the Village Board Chairman and they supported what they were doing. They were going to proceed with this and continue to look for an alternate site. They will be in that location no later than 2016 which meant they will be looking pretty diligently from this point forward to find a better location.

Motion made by Supervisor Sieber, seconded by Supervisor Dantine to receive and place on file. Vote taken. Nay: Landwehr. MOTION CARRIED 4-1

20. **Possible discussion regarding Brown County Health Department facility.**

Erickson thanked the Health Director Judy Friederichs for giving the committee a tour of the current health department building. No further discussion, no action taken.

21. **Open Session: Discussion and possible action on bargaining, negotiations, comparisons of properties and investing of public funds in regard the future space needs of the Brown County Health Department.**

Van Noie informed that the available space study on county owned buildings should be done in September, 2014. They were trying to look by department, how much space they were using in each building and how much each building was common space such as elevators and stairwells. And then how much of the space that was utilized was underutilized. They were thinking, with the numbers they were looking at was on average 20% underutilized on those spaces that were capable of housing personnel. For example, the Northern Building, 40% of the building was bathrooms, hallways, elevators, etc. 60% was utilized as office space. Of that 60%, the Northern Building, they estimate about 25%-30% was underutilized, excessive space per employee. They were trying to analyze what the space needs were and how they could best shrink that down. On top of that they were taking a look at some other things in addition such as utilities, etc. He didn't believe that work had been done before here.

Friederichs stated that this wasn't a new building and it had its fault, one thing that had kept them supporting it was it was accessible to their clients and partners they work with. Many of whom that decide to meet there for various committee meetings. It made their time more efficient. The parking for their clients and staff that come in and out all day long on home visits and inspections, that was a plus to their location as well. For their clinics they had people towing toddlers or carrying in an infant in a car seats, to have a place they can get in and out quickly and easily was a plus for their location. Also they had a good layout there. They etc. It was a plus for their location. She felt they had a good layout here. They may be getting a little tight but so far they were able to rearrange and make it work for them. They have had some safety issues but were able to work with them. One big plus was the risk manager made a real case for them with the city and they put lights under the bridge, which really helped a lot. WIC was downstairs which was handy for them. They moved there when the health department moved here because they were looking for a west side location. Although they have different clients than WIC they also share some clients. For promoting immunization with the high risk population and for other types of programs that they do, it had been helpful having them in that location. Any location that they would be in, they would need the 11,000sqft, they need a lab, a

garage, injection rooms, and meeting space for working with their partners.

Erickson questioned with whatever happens, do they think they would have to allow room for WIC. Knudsen responded that they had talked to them before, if the location was on the east side, they already had an east side facility. If there was space, she had asked numerous times and they had indicated that they would be interested.

With Family Care seemingly a go, there will be between 60-65 staff leaving the Sophie Beaumont building, however there were a lot of unknowns but they were working on it.

Schadewald questioned if there were any other county departments that the Health Department would be more efficient being near or if they were pretty much an independent stand alone? Friedrich informed that similar to the UW Extension, they did a lot of education and outreach and had a lot of partners in common, otherwise they were quite unique. She knew that wasn't a reality as UW Ext was really full. Schadewald stated that when you look at the space needs and talk about moving, you want to look at it as one big package. It wasn't just the space needs; they should look at county operations and figure out which departments might be better together.

Motion made by Supervisor Kaster, seconded by Supervisor Dantine to enter into closed session. Vote taken. Nay: Landwehr, Sieber. MOTION CARRIED 3-2

Closed Session: Notice is hereby given that the above governmental body will adjourn into closed session on the above item Number 20 pursuant to Wis. Stat. §19.85(1)(e) which authorizes a closed session to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, wherever competitive or bargaining reasons require a closed session.

Reconvene in Open session: Discussion and possible action on bargaining, negotiations, comparisons of properties and investing of public funds in regard the future space needs of the Brown County Health Department.

Motion made by Supervisor Landwehr, seconded by Supervisor Dantine to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Sieber, seconded by Supervisor Landwehr To refer to staff and bring back info to the next meeting regarding available space in the county. Vote taken. MOTION CARRIED UNANIMOUSLY.

22. **Audit of bills.**

Motion made by Supervisor Landwehr, seconded by Supervisor Sieber to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY.

23. **Such other matters as authorized by law.**

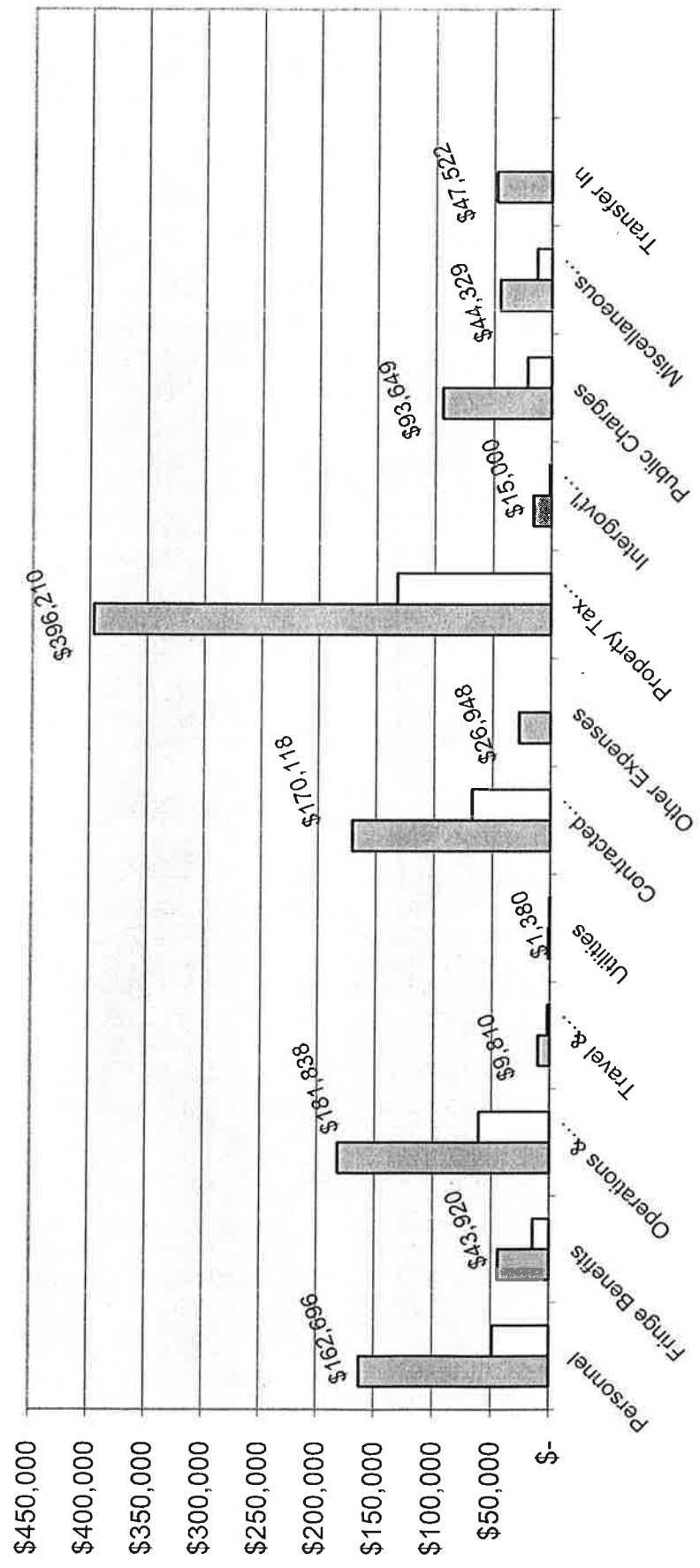
Motion made by Supervisor Dantine, seconded by Supervisor Kaster to adjourn at 8:40 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

UW Extension - April 30, 2014

Annual Budget
 YTD Actual



	Annual Budget	YTD Actual
Personnel	\$ 162,696	\$36,337
Fringe Benefits	\$ 43,920	\$10,497
Operations & Maintenance	\$181,838	\$43,444
Travel & Conference	9,810	\$541
Utilities	1,380	\$297
Contracted Services	170,118	\$0
Other Expenses	26,948	\$0
Property Tax Revenue	396,210	\$99,053
Intergov't Revenue	15,000	\$0
Public Charges	93,649	\$2,930
Miscellaneous Revenue	44,329	\$11,709
Transfer In	47,522	\$0

HIGHLIGHTS:

Expenses:

Revenues:

UW Extension - March 31, 2014

